



ARKANSAS  
Department of Environmental Quality

## MEMORANDUM

**DATE:** November 18, 2004

**TO:** James Nunnley, Fiscal Division

**THROUGH:** Mike Bates, Chief, HWD

**FROM:** Melanie Foster, Enforcement Section Manager, TASB, HWD

**SUBJECT:** Pay Request for Cedar Chemical Facility  
Calibration of Flow Meter

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Invoice Number 0005836-IN from Instrument & Supply, Inc. is attached. The invoice is for calibration of the flow meter and associated equipment at the former Cedar Chemical Company facility in West Helena, Arkansas. Calibration of the flow meter was necessary to ensure compliance with NPDES Permit No. AR0036412 during discharge events. ADEQ coordinated the calibration at Cedar to coincide with a calibration event Instrument & Supply, Inc. had scheduled for the City of Helena. This allowed ADEQ and the City of Helena to share the mileage and travel time costs.

On the attached invoice, Instrument & Supply incorrectly charged ADEQ with mileage and travel time to and from the jobsite. After speaking with Instrument & Supply, Inc. on November 18, 2004, they agreed that the two-way mileage and travel time costs were billed in error. They said they will issue ADEQ a credit rather than a new invoice. Therefore, I have subtracted the mileage, travel time, and associated taxes for one-way from the invoice total. **Instrument & Supply, Inc. should be paid \$811.53.**

Purchase Order No.: 4500405642  
Project Function Code: 1527  
Cost Center: 451002  
Fund Center: 245/THS  
Commitment Item: 02  
WBS Element: 0.0930.1527